

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
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DATE: December 12, 2007

PERSONNEL LETTER #07-017  
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services Division

RE: **CALIFORNIA STATE UNIVERSITY BARGAINING UNITS 02, 05, 07 AND 09 JULY 1, 2007  
GENERAL SALARY INCREASE**

The agreement reached between the California State University (CSU) and Bargaining Units (BU) 02, 05, 07 and 09 employees provides for a 3.457% General Salary Increase (GSI) effective July 1, 2007. Refer to Technical Letter HR/Salary 2007-28 for further information.

A GSI Employment History (EH) mass update is scheduled to occur on Wednesday evening, December 12, 2007, to post a July 1, 2007 effective date GEN transaction. The EH Online System will be available for inquiry and update at its normal time on Thursday, December 13, 2007 (i.e., 7:00 am – 6:00 pm).

#### PPSD EH UPDATE PROCESS

All employees in BU 02, 05, 07 and 09 are entitled to receive a 3.457% GSI effective July 1, 2007.

Employees with an appointment expiration date that is prior to the first day of the July 2007 pay period will be included in the EH mass update. Campuses can access a list of the employees via the CIRS Compendium Report H50, Cycle 0712 under Campus Detail, General Salary Increase. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions.

Employees with a separation effective date prior to the first day of the July 2007 pay period may need an adjustment to their lump sum payments, if those payments extend beyond the June 2007 pay period. A GEN transaction will not be posted. PPSD will identify the affected employees and manually adjust the lump sum payments.

Employees with a red circle rate are not included in the EH mass update. PPSD will identify the affected employees and manually process the GSI via the GEN transaction.

Employees on NDI, supplementing with Catastrophic Leave Donations, are eligible for the GSI. If an employee is on NDI effective the first day of the July 2007 pay period or later, the EH mass update will post the GEN transaction and generate the GSI rate. The mass update will also correct any subsequent transactions with the new salary rate. However, the mass update cannot update EH records for those employees who were on NDI prior to the first day of the July 2007 pay period. PPSD will

identify the affected employees and manually process the GEN transaction as well as correct any subsequent transactions. Employees in class codes on the salary schedule identified as hourly rate (i.e. class codes 7930 and 7193) will not be updated via the mass update process. PPSD will identify the affected employees and manually process the GSI via the GEN transaction.

### PAYROLL ADJUSTMENTS

The majority of the regular pay adjustments resulting from the GSI EH mass update for 07/2007 through 11/2007 will be made in the daily payroll cycle issue date 12/14/07. Any payments not generated from the EH update will be identified and manually processed. Please allow fifteen working days from the date an employee's EH record was updated before inquiring on the employee's missing adjustment payments.

Campuses will need to request GSI adjustments to FLSA overtime pay (payment type 1, payment suffix F) via the PIP System. Likewise, campuses will need to submit Form STD. 674/674D to request adjustments for the disability related payments that have issued for the July 2007 through November 2007 pay periods.

### RETROACTIVITY CHARGES

All transactions as a result of the GSI are considered to be non-controllable personnel and payroll transactions. The EH transactions and adjustment payments from the GSI mass update and PPSD manual updates will not be reflected on the Monthly Retroactivity Report. All other transactions will appear on the monthly report (see PPM Section A011 for further information). A campus may return the report identifying the items associated with the GSI along with the appropriate explanation.

In addition, the transactions resulting from the retroactive SSI manual process (see Technical Letter HR/Salary 2007-28), are considered non-controllable personnel and payroll transactions. Most of the EH transactions and adjustments payments associated with the SSI process will not be reflected on the Monthly Retroactivity Report for December 2007 and January 2008. Other transactions related to the SSI process will appear on the monthly report and should be identified on the returned retroactivity report and reference "SSI/MOU 06/07" to contest the charges.

### CAMPUS EH PROCESSING INSTRUCTIONS

Based on the update processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 06/30/07 or prior.
  - a. GENV effective 07/01/07.
  - b. SXX.
2. Separations effective 07/01/07 or later, including Leave Without Pay (S49 or 565 transactions with Job Injury Code = 7), should be processed as usual with the exception identified in #3 below. Also, do not void the GEN transaction.

If a separation transaction for a 10/12 or 11/12 employee was keyed prior to the GEN transaction with Item 810, Final Settlement Pay reflecting the old salary rate, correct the separation as follows:

SXXC – enter the new total amount due in Item 810, Final Settlement Pay. (Listings identifying the affected employees will be sent to the campuses).

3. Employees on NDI/Leave of Absence Without Pay as of 07/01/07 and are to separate 07/01/07 or later with lump sum vacation/extra hours (Item 621) or final settlement pay (Item 810) requested on the separation transaction.
  - a. A57 or A58 effective same date as SXX and effective date hours = COB (reinstate at the old salary rate). Also, enter 'Lump Sum Only' or 'Settle Only' in Item 215, Remarks.
  - b. GEN effective same date as SXX and effective date hours = COB (if applicable, enter the GSI salary rate in Item 820, Assigned Salary Rate).
  - c. SXX.
4. Leave of Absences effective 06/30/07 or prior, including 565 transactions with Job Injury Code = 7.
  - a. GENV effective 07/01/07.
  - b. SXX or 565.
5. Appointments effective 06/30/07 or prior and Item 450, Prior State Service = 1, 3 or 4.
  - a. AXX
  - b. GEN effective 07/01/07 (if applicable, enter the GSI rate in Item 820, Assigned Salary Rate).
6. Appointments effective 07/01/07 or later and Item 450, Prior State Service = 1, 3, or 4.

No GEN transaction is required. However, enter the GSI salary rate in Item 820, Assigned Salary Rate on the appointment transaction, if applicable.
7. Reinstatements effective 06/30/07 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code = 7) transactions.
  - a. AXX or 565.
  - b. 715 effective the same date as the A68 or 565 transaction, if applicable to change Item 330, Anniversary Date and/or Item 430, Probationary Period, due to non-qualifying pay periods.
  - c. GEN effective 07/01/07 (if applicable, enter the GSI salary rate in Item 820, Assigned Salary Rate).
8. Reinstatements via the A57 or A58 transactions effective 07/01/07 or later.
  - a. A57 or A58 (reinstate at the old salary rate).
  - b. GEN effective the same date as the A57 or A58 transaction (if applicable, enter the GSI salary rate in Item 820, Assigned Salary Rate).

9. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code = 7) effective 07/01/07 or later.
  - a. A68 or 565.
  - b. 715 effective the same date as the A68 or 565 transaction, if applicable to change Item 330, Anniversary Date, and/or Item 430, Probationary Period, due to non-qualifying pay periods.
  - c. GEN effective same date as the A68 or 565 transaction (if application, enter the GSI salary rate in Item 820, Assigned Salary Rate).
10. When processing the transactions per condition #3, #8, or #9 above, audit message 9320-02 or 330-02 will be received if the employee's salary rate is below the new minimum rate or was the old maximum rate. Attach the audit message to the PPT input document package and submit to PPSD for processing.
11. If a correction to a previously keyed 07/01/07 effective date transaction (i.e. keyed prior to the 07/01/07 effective date GEN transaction) is processed, audit message 9320-02 or 330-02 may be received. The transactions with the audit message attached to the PPT input document need to be submitted to PPSD for processing. Refer to the PIMS Manual for out-of-sequence processing. If other audit messages are received, please contact your CSU Audits' Representative.
12. Transactions not identified above, process as usual.

If you have any questions regarding the update process or above guidelines, please contact your CSU Audits' Representative.

PMAB:JB:DS